



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



March 18, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**EXTENSION OF EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES
MASTER AGREEMENT (ITSSMA) WORK ORDER AND INCREASE THE MAXIMUM
WORK ORDER AMOUNT FOR THE LOS ANGELES REGIONAL CRIME
INFORMATION SYSTEM (LARCIS)**

This letter is to notify your Board of our intent to request the Internal Services Department (ISD) to extend ITSSMA Work Order N05-0084 with Carr Consulting for 19 months, to September 30, 2005. In addition, the Department requests to increase the work order amount by \$296,000, from \$220,000 to \$516,000.

BACKGROUND

The LARCIS system is an online mission critical computer system designed to integrate the functions of capturing, storing, collating, evaluating and disseminating information related to any crime, or incident report written by the Los Angeles County Sheriff's Department, Los Angeles Police Department (LAPD), or other participating agencies. One aspect of the current project efforts is to provide the data channels necessary to incorporate data from LAPD and independent agencies in the LARCIS database. This system has been designed to improve the quality, management and sharing of information to field personnel, administrative managers, and executives. LARCIS provides integrity, accuracy, and greater flexibility in information data retrieval and greatly reduces the need for duplicate data entry.

A Tradition of Service

The extension of Work Order N05-0084 with Carr Consulting will enable the continued critical development path with the least disruption to time lines and future enhancements.

SCOPE OF WORK

The tasks for this Work Order are as follows:

One full-time equivalent (FTE) consultant will provide up to 40 hours of consulting services per week. The current rate is \$115 per hour.

The ongoing maintenance and enhancement of the LARCIS software application involves:

1. Identifying and documenting database changes needed to support crime specific investigation modules;
2. Integrating the design changes with the Case Management Module;
3. Developing a technical design that documents how the modified database will be used in conjunction with an electronic (paperless) application environment for crime reporting and data collection at the radio car level;
4. Analyzing and documenting additional security controls required to assure data security;
5. Mentor and train existing County personnel on the design of the LARCIS system;
6. Providing additional Database and Program Design identified and requested by the Project Director.

JUSTIFICATION

The LARCIS software application is composed of many complex modules that would be difficult and time consuming for a new contractor to learn. Extending the existing Work Order would be cost and labor effective and will make use of the valuable business and technical knowledge possessed by the present contractor. In addition, the contractor's expertise must be available at any hour in case of unplanned system downtime.

LARCIS is an online mission critical computer system designed to function as the Department's Records Management System (RMS), as well as provide a regional crime information platform for crime analysis and criminal investigation. In addition to providing the Department's Uniform Crime Reports, which are submitted to the State and Federal governments, LARCIS generates crime statistics for Department executives and managers, and supports an investigatory case management module.

Work Order N05-0084 with Carr Consulting will expire on April 5, 2004. The Work Order extension will provide continued services for 19 months, to September 30, 2005.

FISCAL IMPACT

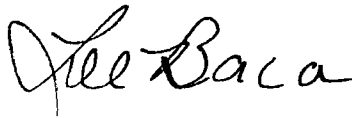
ITSSMA Work Order N05-0084 was established January 8, 2003, with a Work Order amount of \$220,000. The Department has expended \$184,920 of the \$220,000 as of the last invoice on January 12, 2004. The amendment will increase the maximum total to \$516,000, which is sufficient to fund the project through September 30, 2005. All the funding will be covered by CLEEP Grant funds. No unanticipated net County costs will be incurred.

CLOSING

Per the established processing guidelines, if notification from your Board is not received within the two-week review period, the Sheriff's Department will notify ISD to proceed with the Work Order Amendment.

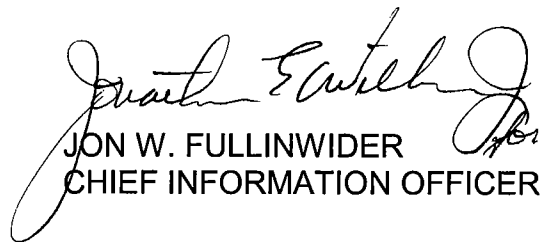
If there are questions regarding this matter, please contact Lieutenant Katherine L. Pattullo at (562) 465-7992.

Sincerely,



LEROY D. BACA
SHERIFF

Noted and Approved:



JON W. FULLINWIDER
CHIEF INFORMATION OFFICER